

29 OCT 1982

MEMORANDUM FOR: Chief, Classification Review Division
Chief, Information and Privacy Division
Chief, Records Management Division
Chief, Regulations Control Division

FROM:

Executive Officer, OIS

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SUBJECT: OIS ADP Workload Priorities

REFERENCE: My memorandum dated 20 October 1982; Subject: New
Procedures for Scheduling Computer Systems Projects
(OIS 82-771/1)

1. The first of a series of meetings to discuss the ADP workload in OIS was held on Thursday, 28 October 1982. There were 23 requests for systems support registered with the Design and Development Section of RMD as of the end of September 1982.

2. The above referenced memorandum provided a list of these projects for screening by the responsible Divisions. As a result, four requests were withdrawn, and, during the meeting, eight were assigned a priority for allocating man-hours. The requests in order of priority are as follows:

a. IPS - Modify Report RA9509 - TOTAL CASES OUTSTANDING
BY YEAR, BY CASE.

b. IPS - Expand the scope of IPS to give Directorate Information Review Officers access to the system for the addition and retrieval of information.

c. RAMS - Reference Service Subsystem. Modify the system for printing Reference Notices.

d. IPS - Eliminate problems with APPEAL menu where some data is not reported and XREF data is not accepted.

e. RAMS - Develop Shelf Space Index Subsystem.

f. RAMS - Develop for the Archives and Records Center a disposition subsystem which will record records which have been destroyed.

g. IPD - Modify LOGIN and FINAL menu procedures. Modify system files also.

h. FARMS - Improve the system so that the Agency Forms Catalog can be published.

3. As requirements change, priorities will be changed. The workload will be reviewed frequently and equitable arrangements will be maintained. If you have questions about the current list, please contact [redacted] Chief, Design and Development Section, RMD, on extension [redacted] for further details.

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82-771/1

20 OCT 1982

MEMORANDUM FOR: Chief, Classification Review Division
Chief, Information and Privacy Division
Chief, Records Management Division
Chief, Regulations Control Division

FROM: [REDACTED]
OIS ADP Control Officer

SUBJECT: New Procedures for Scheduling Computer
Systems Projects

REFERENCE: Memorandum from OIS ADP Control Officer,
dated 21 September 1982, same subject

1. The referenced memorandum established new procedures for determining priorities for completing ADP projects. As a first step each division should review its current requests and submit a list in priority order to the OIS ADP Control Officer through Chief, Design and Development Section, Information Technology Branch. A list of existing requests is attached.

2. Please contact me on extension [REDACTED] if you have any questions. [REDACTED] Chief, Design and Development Section [REDACTED] also will be glad to help.

Attachment:
As stated

[REDACTED]

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OIS DATA PROCESSING REQUESTS

as of 29 September 1982

CLASSIFICATION REVIEW DIVISION

Provide technical assistance to CRD for the development of requirements for inclusion in the PREVIEW system.

INFORMATION PRIVACY DIVISION

- 5 1. DECAL- Produce a new report which will show how many times selected keywords appear in the DECAL file.
- 2 2. IPS - Expand the scope of IPS to give Directorate IRO's access to the system for the addition and retrieval of information.
 - 2.1. Phase II. a. Program backup block into menu to support lock and key.
 - 2.2. Phase II. b. Reprogram STATUS menu to provide for an unlimited number of entries instead of the present 14.
 - 2.3. Phase II. c. Reformat STATUS menu to provide for referral data. Modify the system to provide for the storage and processing of the referral data.
 - 2.4. Phase II. d. Modify the system so that actions are displayed in Directorate/Office sequence.
- ~~3~~ 3. IPS- Change the ACKINT menu procedure so that Date of Closure can be stored in the COMMENTS field.
- ~~4~~ 4. IPS- Develop a document tracking system for documents related to appeals and litigation.
- ~~5~~ 5. IPS- Develop a data processing system that will allow IPD to collect statistical information related to man-hour utilization.
- ~~6~~ 6. IPS- Develop a data processing system that will assist IPD management in the selection of employees for assignment to new FOIA cases.
- 1 7. IPS- Modify Report RA9509 -TOTAL CASES OUTSTANDING BY YEAR, BY CASE. (IPD is developing requirements).
- 4 8. IPS- Modify the LOGIN menu and the FINAL menu procedures to include a field for the time of entry. Modify system files accordingly.
- 6 9. IPS- Revise the procedures for producing Report RA9101 so that it is printed on 8 1/2 X 11 inch paper, instead of the standard 14 inch computer listing paper.
- 3 10. IPS- Determine the cause of problems with the APPEAL menu, where certain records do not appear on the computer report, and where XREF data is not accepted by the program.
- ~~Complete~~ 11. DECAL- Modify DECAL menu procedure to clear data values following the entry of a DELETE action.

RECORDS MANAGEMENT DIVISION

1. FARMS- Enhance the forms part of FARMS to provide RSB with the capability to publish the Agency Forms Catalog. 4✓
2. Vital Records- Build a data processing system to help monitor the status of component vital records collections.
3. ARCINS- Modify ARCINS so that the proper classification of codeword shelf lists will be recorded in the data base and printed on all computer listings.
4. ARCINS- Develop a procedure for sharing folder-level data between jobs. A problem of redundant data collection occurs when a component retires both microform and paper copies of the same records in separate jobs. At present, ITB keys most of the same data twice. We would like ARCINS to give us the ability to simply call-up the data entered the first time and change only those fields which are different for the second job.
5. ARCINS- Develop procedures to correct erroneous data in five Records Center jobs.
- 1, 6. RAMS- Reference Service Subsystem. Modify the system so that Reference Notices are printed on 5 X 8 paper rather than 16-inch paper. 1✓
- 2, 7. RAMS- Reference Service Subsystem. Modify the sequence in which information appears on each Reference Notice and the sequence in which Reference Notices are printed. AARC employees want the computer to help them in retrieving records from the stacks by printing the request information in location order.
- 3, 8. RAMS- Reference Service Subsystem. Determine the feasibility of revising the Subsystem menu to provide for inclusive box and folder numbers as individual fields, rather than keying such information in the Comments field. *Radical change, fine accessions*
9. RAMS- Accessioning Subsystem. AARC would like the computer to identify job numbers which were assigned but never used.
10. RAMS- Disposition Subsystem. Develop a subsystem for the AARC which will provide it with information on records which have been disposed of. 3
11. RAMS- Develop a Shelf Space Index Subsystem. 2

21 SEP 1982

MEMORANDUM FOR: Chief, Classification Review Division
Chief, Information and Privacy Division
Chief, Records Management Division
Chief, Regulations Control Division

FROM:
OIS ADP Control Officer

SUBJECT: New Procedures for Scheduling Computer Systems Projects

1. Because of a large backlog of requests for data processing services, the Design and Development Section of the Information Technology Branch, RMD must initiate new procedures for establishing priorities in systems development and systems modification projects. This memorandum explains these procedures.

2. The Design and Development Section provides four types of computer services to Office of Information Services (OIS) components: new systems development, systems maintenance, systems modifications, and user training. Systems maintenance consists of the day-to-day tasks that must be performed to keep a computer application functioning properly. Examples of maintenance tasks are: updating user access lists, generating reports from a data base, and maintaining current backup tapes for programs and data bases. Systems modifications mainly relate to changes in the scope of a system (e.g., providing additional data fields needed by the user), changes to the format of a data field or changes in computer edit check rules (e.g., programming the computer to reject any record that does not have a letter in the Original Classification field).

3. We usually have been able to stay current with requests for systems maintenance and user training. Requests for new systems or systems modifications present a more difficult problem. Because there are many such requests in backlog, and because it may require a year or more to begin work on some of them, it is necessary to implement a formal procedure for establishing priorities. Accordingly, I request that you adhere to the following when submitting requests for new systems and system modifications:

a. All requests for new systems development or systems modification should be submitted by memorandum to the OIS ADP Control Officer through Chief, Design and Development Section, Information Technology Branch, RMD. This memorandum should fully explain the requested project and provide a target date for the work completion. The memorandum also should state the priority of the request in relation to the existing component requests that have not been completed.

b. Chief, Design and Development Section will prepare a brief explanation of the steps required to satisfy the request. He will also provide two manpower estimates; the first stating the man-days needed to perform the initial steps; and the second giving a rough estimate of the man-days required to complete the entire project.

c. Chief, Design and Development Section will forward the project request and resource estimates to the OIS ADP Control Officer. The ADP Control Officer will approve or disapprove the request. If approved, he will assign the request project number and will notify the requester and the Chief, Design and Development Section of his decision.

d. The ADP Control Officer and the Chief, Design and Development Section will call monthly meetings to inform users of project accomplishments and to establish priorities. Priority assignments will be based mainly on the value of the project in accomplishing the priority objectives of the office, and on the manpower needed for the job. If a new request is of an immediate nature, the ADP Control Officer may place it at the top of the priority list without waiting for a monthly meeting.

4. In some cases, a need may be satisfied in less time than processing a written request. Such projects will be handled informally. We encourage users to talk with the Chief, Design and Development Section about their requirements to determine if a written request is necessary. Most requests for computer listings and user training can be handled informally.



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will be glad to help. We are trying to provide service to OIS components in an equitable manner and believe these procedures will result in great improvement.



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Attachment:
As stated

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

-OIS ADP Workload Priorities

FROM:

Executive Officer, OIS
1206 Ames Building

EXTENSION

NO.

OIS 82-771/2

DATE 29 OCT 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, CRD

29 Oct 82

SK

2. C/EB

9 Nov 82

JE

3. C/IB

10 Nov 82

RA

4. SA

12 Nov 82

SK

5.

6.

file

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79

610

USE PREVIOUS
EDITIONS

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Procedures for Scheduling Computer Systems Projects

FROM:

OIS ADP Control Officer
1206 Ames

EXTENSION

NO.

DATE

21 SEP 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Classification
Review Division

21 Sept 82 *[initials]*

2. *Hank*

21 SEP 82 *[initials]*

3. *Jim E.*

21 Sept *JE*

4. *Dick*

23 Sept *RA*

5.

6. *File*

7.

8.

9.

10.

11.

12.

13.

14.

15.